

## **IC 36-2-20**

### **Chapter 20. Acquisition of Materials, Supplies, or Services**

#### **IC 36-2-20-1**

##### **Application of chapter**

Sec. 1. This chapter applies to a county in which the executive and the fiscal body adopt identical ordinances to do the following:

- (1) Accept the applicability of this chapter.
- (2) Designate a procurement agent.

*As added by P.L.252-1993, SEC.5.*

#### **IC 36-2-20-2**

##### **Item**

Sec. 2. As used in this chapter, "item" means any of the following:

- (1) Materials.
- (2) Supplies.
- (3) Services, other than professional services.

*As added by P.L.252-1993, SEC.5.*

#### **IC 36-2-20-3**

##### **Procurement agent**

Sec. 3. As used in this chapter, "procurement agent" means a board, an officer, or an employee position having sole authority on behalf of a county to buy, purchase, lease, or otherwise acquire items for which payment is to be made from a public fund.

*As added by P.L.252-1993, SEC.5.*

#### **IC 36-2-20-4**

##### **Written requisitions**

Sec. 4. An official or employee who wants the county to acquire an item shall forward a written requisition for the item to the procurement agent. The requisition must include the following information concerning the item:

- (1) Specifications.
- (2) Quantity.
- (3) Type.
- (4) Purpose for which the item is needed.
- (5) Office or place where the item will be used.
- (6) Date when needed.
- (7) Evidence that sufficient funds were appropriated and are available to pay for the item.

*As added by P.L.252-1993, SEC.5.*

#### **IC 36-2-20-5**

##### **Acquisition of items**

Sec. 5. After consultation with the person submitting the requisition, the procurement agent shall acquire the item in the manner required by IC 5-22 or other applicable statutes.

*As added by P.L.252-1993, SEC.5. Amended by P.L.49-1997, SEC.77.*

**IC 36-2-20-6**

**Acquisitions in violation of chapter**

Sec. 6. A claim by an official or employee for an item that was acquired in violation of this chapter:

- (1) may not be approved for payment by the county executive;  
and
- (2) is the personal responsibility of the person who acquired the item.

*As added by P.L.252-1993, SEC.5.*